

## Website Posting Guidelines

Thank you for your interest in posting on our site and increasing the amount of content that exists here.

A few guidelines below will make posting to the site much quicker, with fewer errors for those who wish to share content on aapinalcounty.org.

### Contact Information

We will do our best to not post contact information directly on the site. Hackers and robots easily capture email addresses, phone numbers, names, web domain addresses, and Zoom credentials. Nobody wants spam phone calls that can be generated from information obtained easily from website postings, flyers, etc.

Solution: Create a PDF file with the contact information embedded. Then we can post a link to the file.

### Files for the Website

Suppose you want to add News, Flyers, Agendas, Minutes, or other information to the website. Please send it as a PDF file. All types of documents can be saved as a PDF file. This also ensures that any type of device being used to display the website can download and view the content without needing unique apps. All Browsers can view a PDF file.

### Events

If you have an upcoming event, please use the form provided on the website for submission of the event.

Information needed includes, but is not necessarily limited to: Event Title, Date(s), Start Time, End Time, Location (physical address and/or directions), Type of Event, Host Name, Brief Description, and any additional information desired.

Be sure to add any other pertinent information from the event flyer. We won't transcribe your flyer.

- If providing an additional page besides the event flyer, be sure that it is a PDF, JPG, or PNG file.

## Website Guidelines

### **I. Purpose**

**The purpose of the District 12-121 website is to carry the message of Alcoholics Anonymous by providing a resource on the internet where alcoholics can get information about the activities and business pertaining to Alcoholics Anonymous – District 12-121 – Pinal County Arizona.**

## **II. Guidelines**

**A. The internet website shall be administered by a Website Committee, of Alcoholics Anonymous – District 12-121 – Pinal County Arizona, whose members are the District Webservant as Chair, the DCM or Alt DCM, the District Meeting List Coordinator, and up to two ad-hoc members, whose terms will run concurrent with other District Trusted Servants.**

**B. The internet website, its name and content and all related computer hardware and software, with the exception of the web hosting service and the internet service provider, shall be supported by Alcoholics Anonymous – District 12-121 – Pinal County Arizona.**

**C. The internet website shall conform to the Twelve Traditions and the Twelve Concepts of Alcoholics Anonymous, to the GSO Website Guidelines and to the Structure and Guidelines of Alcoholics Anonymous – District 12-121 – Pinal County Arizona.**

**D. In keeping with AA Traditions, the internet website shall cooperate with AA entities by providing references only, including a non-affiliation disclaimer.**

**E. There shall be no reference or link to any non-AA material except specific internet software necessary to view the internet website.**

**F. Any use of copyrighted material from Conference-approved literature will be attributed to AA World Services, Inc. or The Grapevine, Inc., as appropriate.**

**G. In keeping with AA traditions, there shall be no mention or reference to individuals' last names, including email addresses containing last names and no personal telephone numbers, with the exception of flyers submitted for the events calendar which may contain personal phone numbers at the discretion of submitting parties.**

**H. The website shall contain, at a minimum:**

- i. Anonymity protected contact information for all Alcoholics Anonymous – District 12-121 – Pinal County Arizona Trusted Servants (if the Trusted Servant agrees to have their email address and phone number listed, the website can include this information);**
- ii. The Alcoholics Anonymous – District 12-121 – Pinal County Arizona meeting list;**
- iii. The Alcoholics Anonymous – District 12-121 – Pinal County Arizona Website Guidelines;**
- iv. An upcoming events page for Alcoholics Anonymous – District 12-121 – Pinal County Arizona events and, if appropriate, other events that are outside our district;**

- v. Offsite links to information or other websites which affect Alcoholics Anonymous – District 12-121 – Pinal County Arizona business; and**
- vi. A Mission Statement for the Alcoholics Anonymous – District 12-121 – Pinal County Arizona website and an email address for the district which can be used to make suggestions and comments concerning the website.**

**I. All Alcoholics Anonymous – District 12-121 – Pinal County Arizona website hosting fees, domain renewal fees and all fees or software purchase and upgrades associated with maintaining the website will be paid from the Alcoholics Anonymous – District 12-121 – Pinal County Arizona General Fund.**

**J. The Website Committee will meet at least every 3 months or more often as required. Minutes of the meeting shall be kept and passed along to the District Secretary for record keeping and may be posted on the website if deemed appropriate or required. The committee may also make Recommendations to the District if necessary.**